Cass City Public Schools
4868 North Seeger Street
Cass City, MI 48726

Elementary School
Ph: 989-872-2158
Fax: 989-872-3910
Jr./Sr. High School
Ph: 989-872-2148
Fax: 989-872-2068
Billing Questions
989-912-1821

Facility Use Request

Date(s) of Use _____

Organization _____

Person Applying _____

Billing Address _____

Phone # _____ Email Address: _____

Purpose _____ Expected Attendance _____

Facility Requested	Start Time	End Time	Est. Hours Of Use	Estimated Fees	Notes or Special Equipment Needed: Mic, Podium, Etc.
High School Gymnasium					
--Tarp Fee for H.S. Gym $150					
High School Cafeteria					
High School Kitchen					
High School Classrooms					
Setup / Tear Down Time					
Elementary Gym/Cafeteria					
Elementary Kitchen					
Elementary Classroom(s)					
Setup / Tear Down Time					
Use of Athletic Fields					
Custodian					
Custodian					
Cook					
Equipment Rental					
Grand Total:					

I have read the Notices and Regulations for Use of Facilities and agree to terms and conditions listed. I also agree to the charges incurred for the services listed.

Signature – Must be 18 years of age or older

_____

Date

_____

_____
Approval by Building Principal

_____
Approval by Allison Zimba, Superintendent

☐ Forwarded to Building Secretary for Final Entry _____

FACILITY USE FEE SCHEDULE

Rates are subject to Board approval and may be revised. Staffing and extraordinary costs are charged in addition to facility fees.

User Categories

Category	User Group	Examples / Fee Treatment
A	School/District-Sponsored	Cass City programs and activities. No facility charge; staffing or extraordinary costs may apply.
B	School-Affiliated	PTO, boosters, school clubs, approved school support groups, and organizations in which 100% or more of participants are Cass City students, no facility charge. Groups in which 25% or more of the participants are Cass City students are considered School-Affiliated for pricing. Gymnasium use fees will not exceed $100 per month; additional staffing, overtime, or special service charges may still apply.
C	Community/Standard Users	Civic, governmental, youth, college/university, for-profit, private, and other outside users. Rates below apply based on classification.

Facility Rates

Facility / Plan	Non-Profit or Civic	All Other Groups	Limit / Notes
Annual classroom plan	$75/year	$200/year	Up to 4 classrooms; no more than 20 visits/year
Classroom — hourly	$10/hour per room	$15/hour per room	One-hour minimum
Gymnasium or cafeteria — hourly	$25/hour	$40/hour	One-hour minimum
Kitchen	Facility rate plus staff	Facility rate plus staff	Kitchen supervisor required

Staffing & Additional Charges

Charge	Rate	Notes
Custodial staff	$40/hour	Required staffing determined by District; minimum call-in or overtime rules may apply.
Kitchen supervisor	$35/hour	Mandatory whenever kitchen equipment is used.
Technology / security / event support	Actual cost	May be required for specialized equipment, attendance, activity, or risk.
Setup, cleanup, floor protection, equipment	Actual cost	Includes labor, supplies, rental, repair, or replacement.
Damage or excessive cleaning	Actual cost	Billed after the event; deposit may be retained and additional charges assessed.